

**RELIEF NURSERY**  
**Accounting Clerk - JOB DESCRIPTION**

**Position:** Accounting Clerk  
**FTE:** Up to 25 hours per week  
**Reports to:** Director of Budget & Finance  
**Evaluated by:** Director of Budget & Finance

Responsibilities:

The Accounting Clerk performs various accounting tasks. These tasks include processing accounts payable and receipts, verifying and reconciling financial information, filing, and assisting in preparation of financial reports. In addition, the Accounting Clerk will respond to inquiries from other departments and vendors to resolve and clarify accounting procedures and requirements.

Duties:

A) Accounts Receivable and Cash Receipts

- a) Invoice grant contracts and other contracts as required.
- b) Record and post revenues to the appropriate revenue code and allocate to the appropriate program.
- c) Reconcile and track accounts receivable and follow up on outstanding receivables.
- d) Deposit receipts to the checking account(s) and maintain deposit records.
- e) Reconcile accounting records with development department receipts records.

B) Accounts Payable & Expenses

- a) Verify the accuracy of invoices and statements and issue checks in payment of payables.
- b) Examine reimbursement request for proper documentation, approval, and accuracy of amounts requested prior to payment.
- c) Record and post disbursements to the appropriate expense code, allocate among programs, grants or contracts.
- d) Prepare and issue 1099s and transmittal at year end.

C) Records

- a) Establish and maintain appropriate files and records of Nursery financial transactions.

D) Audit

- a) Assist with preparation of reports and schedules required for the annual financial statement audit.

E) Other

- a) Prepares and posts routine financial transactions.
- b) Follow accounting procedures as stated in the Accounting Policies and Procedures manual.
- c) Performs miscellaneous duties as assigned.

Requirements and Knowledge:

- Associate's Degree in bookkeeping or accounting from an accredited college preferred
- Three years related experience, or any combination of experience and training which would provide the required knowledge, skills and abilities
- Knowledge of and ability to efficiently work in Excel, Word, and Quickbooks required
- Experience of non-profit accounting preferred

Skills and Abilities:

- Planning, organizing, and meeting deadlines
- Attention to detail
- Problem solving and developing creative approaches to stressful situations
- Work tactfully with a diverse population
- Maintain a professional demeanor with vendors, donors, clientele, and staff at all times.
- Ability to work with little supervision
- Ability to work as an individual or as a team member
- Ability to communicate clearly
- Ability to demonstrate confidentiality of information

Benefits include: Flexible work schedule, Accrued sick leave, ½ hour lunch paid, and 403(b) retirement plan.

Must pass Criminal History Background check and pre-employment drug screen.

Relief Nursery is an Equal Opportunity Employer.

Send Cover letter and resume to [danism@reliefnursery.com](mailto:danism@reliefnursery.com), or mail to 1720 W 25<sup>th</sup> Avenue, Eugene, OR 97405, Attn: Dani Smith

Accounting Clerk – Part time (up to 25 hours per week) accounting position with a Nonprofit organization. Open for someone experienced in all aspects of accounting and reporting, organized and possesses analytical abilities. Excel skills, GAAP knowledge and communication skills required. Two years of accounting education and 3 years related experience. Pre-employment drug screen and Criminal Background check required. Send resume and cover letter to Relief Nursery, attn: Dani, 1720 W. 25<sup>th</sup> Ave., Eugene, OR 97405.